New Procedure for Business Trips Effective 1 August 2019

Dear Sir/Madam

As of 1 August 2019, there is a new procedure and new forms to be used for requesting approvals for business trips and for reporting business trip expenses. Please use the new forms starting on that date.

The procedure has been updated as follows:

- When submitting the Request for Approval of a Business Trip, please include information about how the business trip is to be financed. Recently, in the case of business trips (partially) financed by external funds, issues that could potentially have detrimental effects on funding have come to light during auditing procedures. Therefore, when requesting approval for a business trip, please ensure that it is in line with the official duties specified in the traveller’s employment contract. If necessary, the Travel Expenses Office may consult the External Funds Management Unit.

- Please use the form “Transfer (Reassignment) of Travel Expenses”, if in an exceptional case, a transfer (reassignment) of travel expenses is necessary after the business trip costs have already been booked. The reason for the transfer (reassignment) of the costs must be stated clearly on the form.

- For both business trips abroad and business trips within Germany, additional information is now required for your own health and safety. The relevant information and documents can be found on the webpages of our Occupational Health and Safety Department.

- As of 1 January 2019, employers are required to report tax classification M to the tax office through the State Office for Salaries and Pensions (LBV). The tax classification M is reported on your salary and tax statement if you receive a free meal when working off-site (information about tax classification M).
For your own peace of mind, please observe the processing time required for approving a business trip. Even if your supervisor has signed the request and consented to the business trip, it still must be definitively authorised by the Travel Expenses Office on behalf of the Vice-President for Operations or on behalf of the President. Unless a business trip has been authorised, it will not be covered by insurance and you will not be entitled any reimbursement of expenses.

If you have any questions or need advice, please contact the Travel Expenses Office for issues regarding business trip approvals and travel expense reports, the Occupational Health and Safety Unit for risk assessments, and the External Funds Management Unit for business trips financed by external funds.

Best regards

signed
Simone Probst